

Actors' Warehouse

Guest Director Agreement

Welcome to the Actors' Warehouse (AW), and thank you for agreeing to share your talent. Please allow this opportunity to serve as a time for growth and expansion for you, the theatre and our community. This agreement is designed to help you (the guest director), and our production teams make this an enjoyable experience.

Communication/Production Team(s)

The Production Manager (PM) and Artistic Director (AD) will serve as AW representative and will be the Guest Director's (GD) main contact in scheduling meetings and publicity arrangements.

GD is encouraged to create a production team/crew (assistant director, stage manager, set designer, costumer) to work closely with AW's established production team/crew.

To assure proper housekeeping and production duties, a Duties List for Stage Manager (SM), as developed by AW, must be followed. A Duties List is also provided for the Director and Assistant Director as well.

Budget

Currently a monetary budget of \$250 is set for each the production and costumes; however, AW will work diligently with its future sponsors, contacts and resources to obtain funds and materials needed for the production.

All items \$50 and up, must be approved by AD prior to making the purchase.

GD is invited to provide additional sponsorship and funding. Sponsorship packets can be obtained from the PM/AD to forward to potential sponsors.

GD is responsible for turning in all receipts to the PM/AD for purchases made. If the purchase is made at GD expense, reimbursement will be made at end of production.

Rehearsals

Upon final casting, actors will be provided a script and requested to begin a 4 week memorization process prior to first day of rehearsal in the physical space. Actors will have 4 weeks to rehearse in the physical space followed by a 3 week production run (Thursday – Sunday).

Publicity

AW shall be responsible for all social media advertising: audition notices and event notices. These notices will be shared with GD in order to be distributed through other networks/connections. In order to develop a unified process, additional notices should not be created.

AW shall be responsible for all advertisement design: posters, website and Facebook banners. GD may want to create poster design through other efforts; however, AW shall have final approval of poster designs produced from outside efforts.

In order to maximize publicity efforts, the GD is requested to recruit cast and others to distribute posters and flyers. AW shall be responsible for newsprint audition notices; in addition to radio/television ads promoting the show.

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Costumes & Properties

GD is welcome to utilize the costume resources at AW. GD is encouraged to supplement costumes as needed.

AW will also work diligently with its future sponsors, contacts and resources to obtain costumes needed for the production.

Costumes and properties purchased by GD which have then been reimbursed, will become sole property of AW.

Casting

GD will be responsible for all casting decisions. AW will work in assistance where needed.

End of Run

The strike and cleaning process will be a collaborative effort between AW, GD, cast and crew.

*Signature (Guest Director)

Date

Print Name (Guest Director)

Signature (Artistic Director)

Date

*Signed agreement should be submitted with Play Submission Application.